

# PERSONNEL BOARD

## November 18, 2004

### MEETING

Meeting was held Thursday, November 18, 2004, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Holly Burns, Sarah Jones, Maggie Stine, Pat Borer, Ed Wimes. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Chair Maggie Stine.

It was moved by Holly Burns and seconded by Ed Wimes to approve the minutes of the October 21, 2004 meeting. Voting yes: Holly Burns, Sarah Jones, Pat Borer, Ed Wimes. Abstaining: Maggie Stine.

Agenda Item 1 was the request to amend/create the following sections of the Lincoln Municipal Code: 2.76.155, 2.76.160, 2.76.395, 2.78.010, 2.78.020, 2.78.025, 2.78.030 and the request for an ordinance authorizing the adoption of a broad banded pay plan for pay ranges prefixed by the letter "M". Don Taute of the Personnel Department explained to the Board these requests were being presented to them as a package for their approval. Recent changes in the market and lack of appropriate increases in the past due to budgetary issues have left the "M" ranges behind the market in salary. Approval of these items will also expand the pay range for the "M" classifications and allow for easier hiring of top management positions. John Cripe of the Personnel Department then addressed the Board with additional information and background regarding these amendments. The Personnel Department is requesting to change from the current seven "M" pay ranges to two "M" pay ranges with the exclusion of the M56 pay range which is for the 56 hour per week employees at the Fire Department. The technical and professional positions will all be in the M01 pay range, and the divisional or managerial positions will be in the M02 pay range. Longevity pay will be eliminated for the "M" pay ranges, but the current amount employees are receiving in longevity will be rolled into their new rate of pay under the new pay ranges. Longevity pay is being eliminated because it is not a prevalent practice in the market for the managerial group. Merit increases for the "M" classifications will also change from the current 0 - 6% to 0 - 4% under the new plan. In the past the City has continually had problems recruiting under the current pay ranges and many new hires have been hired at or above the middle of the range or in some cases at the maximum of the range which results in no merit advancements available for the employees. Don Taute of the Personnel Department addressed the Personnel Board in regards to the changes in vacation leave. Currently the employees in the "M" classifications earn on an accrual basis. This practice will be changed so that in January their current accrued vacation hours will go into a bank and they will receive a lump sum of vacation given to them based on their years of service. The bank will be available for them to use at any time. Don Taute then ran through some of the changes to each section. Section 2.78.010 is to add the "M" classes to the Management Compensation Plan. Section 2.78.020 is to add the vacation change for the "M" classifications. Section 2.78.025 is to change the variable merit increase percentages for the "M" classifications. This section will also create an evaluation system for the directors and the administrative assistants to the Mayor on behalf of a request made by the Mayor to be able to give merit increases to directors. Section 2.78.030 is just a clarification that the "M" classifications will continue to have sick leave, and directors do not have any sick leave benefits. The last item is the authority to take the proposed broad band pay plan by ordinance change to the City Council. Following discussion, it was moved by Pat Borer and seconded by Sarah Jones to approve the amendments and creations as presented. Motion unanimously carried by roll call vote.

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Agenda Item 2 was the request to amend Section 2.76.400 of the Lincoln Municipal Code — Leaves of Absence without Pay. John Cripe of the Personnel Department explained this request to the Board was on behalf of the Mayor as she wanted a system created for a person if they go from a classified position to an unclassified position. This change would enable a person to go back to the classified service and return to their old position or something comparable. This language has been copied from the County Personnel Rules, as they have had this policy in place for a very long time. John Cripe explained to the Board that unclassified positions in the City work for the Mayor and are at will and not protected from losing their job. He added that the addition of this language would give people a higher comfort level to go into the unclassified service positions and if it isn't a good fit knowing that they can go back to the classified service without losing their job. The Board expressed concern and wanted language added to the amendment that employees would not be able to return to their old positions if there was any type of disciplinary action being taken against them. The Board also wanted language added that the previous rate of pay they would go back to would have annual pay increases added to it upon their return to the classified service. Don Taute of the Personnel Department agreed that changes would be made to the language based on the Board's concerns. Following discussion, it was moved by Holly Burns and seconded by Sarah Jones to approve the amendment with the changes recommended by the Board. Motion unanimously carried by roll call vote.

Agenda Item 3 was miscellaneous discussion. Karen Eurich of the Personnel Department informed the Board that all Personnel Board agendas, attachments and minutes would now be posted on the Personnel Department's website, and many hard copies will be eliminated from being sent out to internal employees and union presidents and attorneys. Karen Eurich informed the Board that they would continue to receive their hard copy packets as they always have in the past and just wanted to pass along this information to the Board. After discussion, the Board unanimously approved to have their information sent to them online as they would receive the information faster as long as they would be e-mailed the link to the Personnel website when the agenda was posted. Karen Eurich collected everyone's e-mail addresses and will provide the information for future meetings in this manner.

There being no further business, the meeting adjourned at 2:15 p.m.

The next scheduled meeting is tentatively set for Thursday, December 16, 2004.

Karen Eurich  
Personnel Operations Specialist

PC: Connor Reuter  
Joan Ross, City Clerk  
Mark Munger, IAFF  
Gary Meier, LCEA  
Gary Young  
Jeff Stump, NAGE

Jane Burke  
Les Helms, ATU  
Ed Sheridan, LPU  
Dalton Tietjen

## **2.76.400 Leaves of Absence Without Pay.**

a) Leave of absence without pay may be granted to employees, except temporary or seasonal employees, for a period not to exceed three months by a department head, except that for leaves in excess of thirty calendar days, the approval of the director must also be obtained. Leaves of absence without pay shall not be granted until all applicable leave balances have been exhausted, with the exception of leaves for military, travel or study.

A department head, with the approval of the director, may grant such employee leave of absence without pay for a period not to exceed one year for travel or study. Such leave shall be granted only when it will not result in undue prejudice to the interests of the city as an employer beyond any benefits to be realized. No leave without pay shall be granted except upon written request of the employee. No such leave shall be granted primarily in the interests of the employee except in the case of one who has shown by record of service or by other evidence to be of more than average value to the city and whose service it is desirable to retain even at such sacrifice. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

b) A regular, classified employee who left or who leaves his position to accept appointment to a position with a pay range prefixed by "DSS" shall be granted a leave without pay from the classified position and shall be paid pursuant to the provisions of Chapter 2.78. At any time upon terminating the appointed position, the employee shall be allowed to return to the same or a comparable position to that which was previously held in the classified service, provided the employee has not been subject to discipline for cause pursuant to Section 2.76.445. The employee shall normally be paid at the rate of pay received prior to the leave of absence, as adjusted by any annual increases.